



## Library Publishing Workflows

### Columbia University Libraries Workflow Packet

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This packet documents journal publishing workflows at Columbia University Libraries as of October 2021. A workflow tracks the path to publication of a single journal article or issue from the library's perspective. Workflows are always changing, so this documentation represents a snapshot of what the publishing process looked like at the time of release. This packet contains the following elements:

#### Program Profile

A brief description of the library publishing program to provide context for the workflow.

#### Workflow Diagram

A graphic representation of the major workflow steps that shows the path(s) that a journal issue or article will follow, starting with the moment the library first engages with it, through to the end of active library work.

#### Detailed Workflow

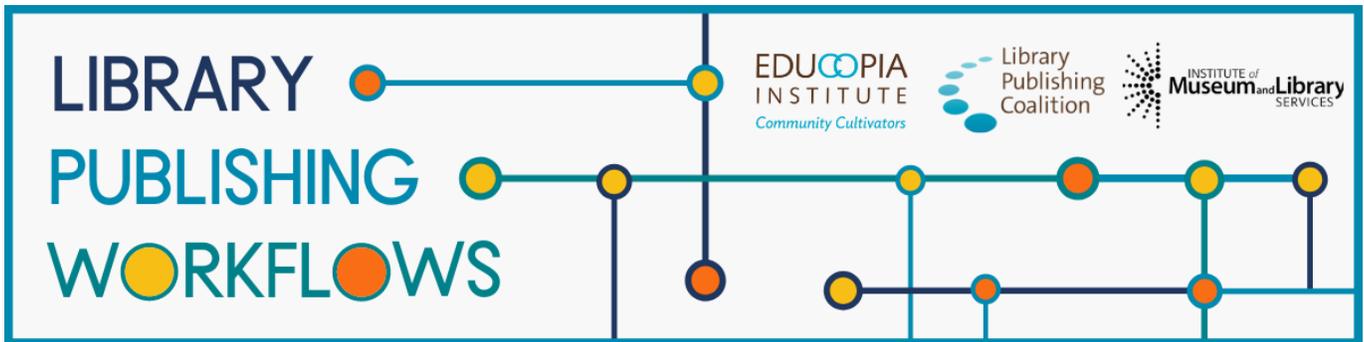
A document that provides a more in-depth description of each of the documented workflows, including more details and contingencies for each step, information about what occurs before the library encounters the article or issue, and the staff and partners involved in the journal publishing workflow.

#### About Library Publishing Workflows

*[Library Publishing Workflows](#) (2019-2022) is a project to investigate, synchronize, and model a range of library publishing workflows. Library Publishing Coalition and Educopia Institute are working with 12 partner libraries to document these processes, with the goal of increasing the capacity of libraries to publish open access, peer-reviewed, scholarly journals. We hope the resulting workflow documentation will be an essential resource for library publishers in creating or evolving their own workflows, and will allow for peer learning and cross-comparison. This project was made possible in part by the Institute of Museum and Library Services [LG-36-19-0133-19](#).*

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## Columbia University Libraries

### Publishing Program Profile

#### Library Publishing Directory entry

<https://librarypublishing.org/directory/columbia-university-2021/>

#### Publishing program website

[Journals.library.columbia.edu](https://journals.library.columbia.edu)

#### Technologies used

- Open Journals System
- Academic Commons (local institutional repository for archiving)
- Microsoft Word (for typesetting)

#### Publishing program mission statement or goals

Through our journals program, the Libraries and our Digital Scholarship team support the creation, discovery, and dissemination of quality open-access research. We seek collaborations with Columbia-affiliated faculty and students who want to ask new questions, play at the borders of currently canonized fields, open new pathways of inquiry, explore innovative methods, and bring new and traditionally underrepresented voices into conversation.

#### Number of journals published

- 30

#### Program staffing

- 1 Digital Publishing Librarian
- 1 Graduate student intern (10 hrs/week)
- As needed technical support from Scholarly Communications Technologies Librarian, in-house developer, in-house web designer.

## Additional journal publishing support not represented in the workflows

### Training

- Our program's size and quality is sustained by an active educational program. Trainings on OJS are provided at the start of each semester. Each journal staff must also send at least one representative to a mandatory workshop that covers author contracts and author rights, the use of copyrighted materials, and web accessibility. The hands-on training is supplemented by an active library of tutorials, documentation, and other training materials at [digitalpublishingworkshop.com](http://digitalpublishingworkshop.com). In addition, journals may request private trainings or one-on-one consultations with the librarian. These meetings often focus on workflow design, questions of editorial practice (such as suspected plagiarism), and plans for journal growth, including licensing content and marketing/distribution plans.
- Our program also provides more structured mentorship for undergraduate student editors in the form of workshops and webinars focused on editing, publishing ethics and practice, and journal production and distribution. Undergraduate Editors-in-chief meet with the Digital Publishing Librarian on a bi-weekly basis and as a cohort four times during the academic year.

### Onboarding

- In addition to our annual activities for existing partners, a separate educational and onboarding program takes place once per semester for journals that are new to our program. New journals are invited to individualized consultations and group meetings that help them to craft mission statements, editorial policies, workflows and publication schedules. Regularly scheduled meetings in conjunction with training materials and the documentation library result in the debut of new partners to our platform in one academic semester.

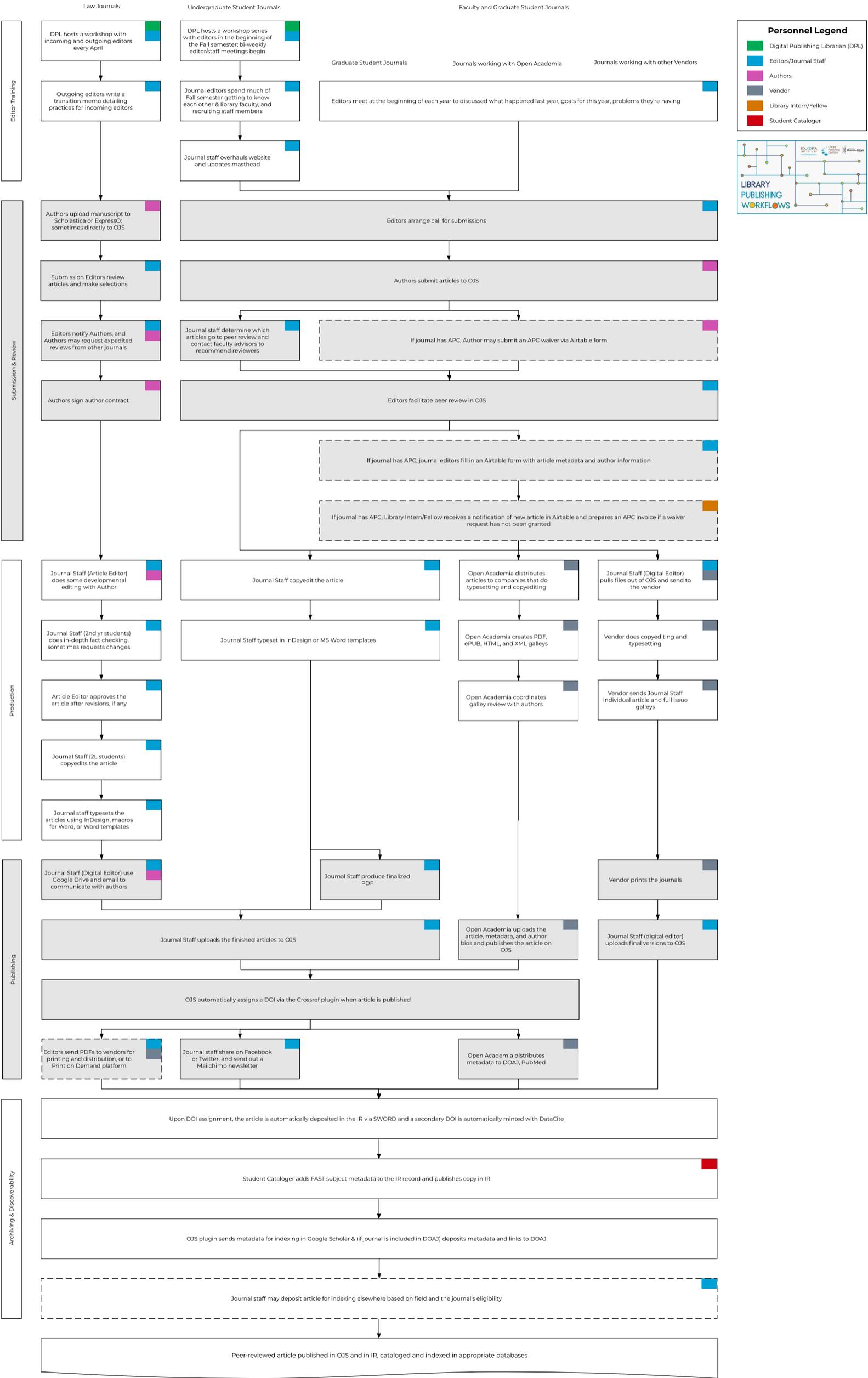
### Journal maintenance and technical support

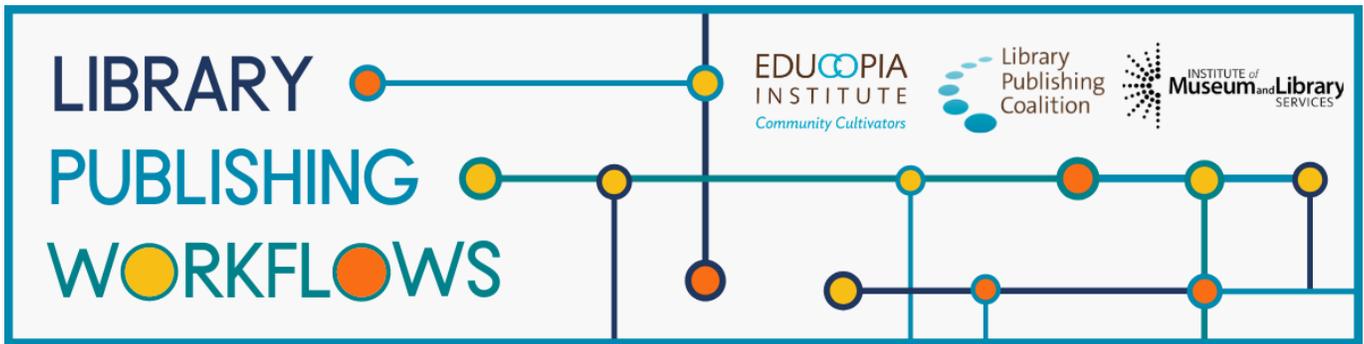
- In addition to provisioning our journal platforms and supporting staff, our journals program provides establishment and registration services including ISSN registration, cataloguing in our local library catalog and WorldCat, the listing of journal information in Sherpa/RoMEO and applications to the DOAJ and disciplinary databases and indexes. (DOI registration, archiving content through our institutional repository are also services but are provided automatically via plugins.)
- Technical support is also available on demand. Website errors and feature requests are reported via an alias and testing issues, developing solutions, and communicating solutions or resolution with partners is handled by the Digital Publishing Librarian and intern, with support and intervention from our development team, when necessary.

## Assessment

- At the end of each academic year, we provide journal partners with a report on our program. This report encapsulates any improvements to our services or technologies made over the previous year as well as data on our readership and impact. Each journal is also provided with a set of data representing their individual journal's visitorship, audience, and article downloads.
- These reports, connecting information from google analytics, OJS, and our institutional repository attempt to give us a holistic impression of our publications' impact and provide baselines for assessing growth.

# Columbia University Libraries Journal Publishing Workflow Diagram





## Columbia University Libraries

### Detailed Workflow: Law Journals Workflow

Basic piece of content = issue

#### Stages

1. Submission
2. Review and Selection
3. Copyediting & Typesetting
4. Publishing
5. Printing (if applicable)
6. Archiving and Discoverability

#### Staff

Nicky Agate - Assistant Director for Scholarly Communication and Projects  
 Michelle Wilson - Digital Publishing Librarian  
 Kathryn Pope - Digital Repository Manager  
 Student Cataloger

#### Partners

Journal Staff - Law School students  
 Typesetting vendors  
 Print on Demand vendor

**Starting point:** Word Doc submitted to Scholastica, Espresso, or through OJS

**Ending point:** Edited PDF, available in both OJS site and Columbia repository and indexed widely

## Editor training

- Editors turn over every year
- Each journal works differently, so there isn't one set of documentation that can work for everyone
- Each April, Digital Publishing Librarian hosts a workshop with incoming and outgoing editors
  - Workshop touches on licenses, author contracts, OJS
- Outgoing editor writes a transition memo detailing practices for incoming editor

## Submission & Review

- Authors upload manuscript to either Scholastica or Espresso (vendors)
  - Scholastica and Espresso submit to many journals at the same time
  - In some cases, authors submit directly to OJS
- Submission Editors review articles and make selections
- Authors are notified
  - Authors often request expedite from other journals, and other journal may end up publishing the article
- Authors sign author contract

## Production

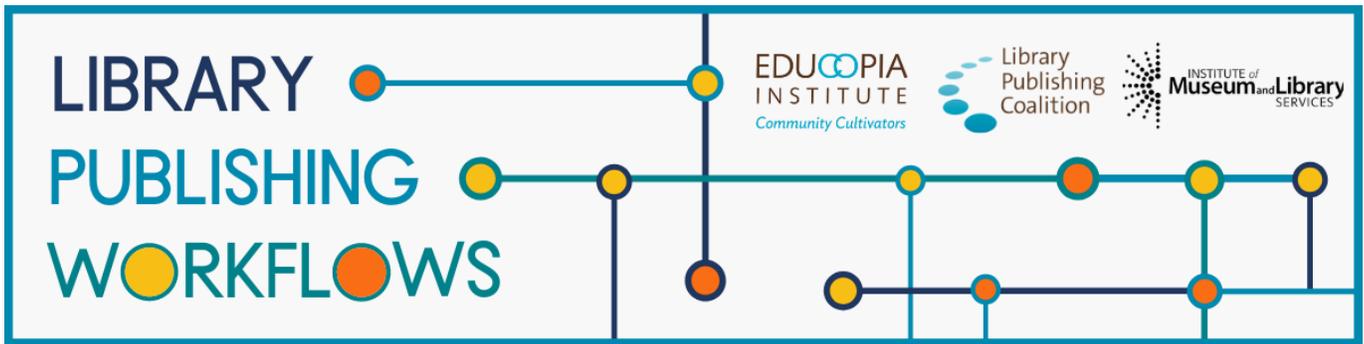
- Article Editor does some developmental editing with author
- Journal staff (Research Assistant) does in-depth fact checking, sometimes request changes
- Article Editor approves the article after revisions, if any
- Journal staff (usually 2Ls) do copyediting
  - A few journals outsource this to Sheridan
- Journal staff typesets the articles
  - Some use InDesign, some use macros for Word provided by printers, some use Word templates
  - A few journals outsource this to vendors

## Publishing

- Digital Editors use Google Drive and email to communicate with authors (some variation among different journals)
- Digital Editor uploads the finished articles to OJS using Quick Submit Plugin
  - OJS automatically assigns a DOI via a plugin when published
  - Digital Editor fills out metadata fields, abstract, author bio, copyright, etc.
- If journal is in print, some Editors send PDFs to vendors for printing and distribution to subscriber lists
- If journal is in print, some Editors add PDFs to Print on Demand platform
  - Library helped to set up vendor relationship, but now it's self-sustaining and the library is not involved

## Archiving & Discoverability

- Upon DOI assignment, the article will automatically be deposited in the IR via SWORD and a secondary DOI is automatically minted with Datacite
- Student Cataloger adds article to Academic Commons when cataloging
  - Will assign DOI for AC version using Crossref
- Metadata is indexed in Google Scholar via plugin in OJS
- The archived version of the article will also be indexed in Google Scholar and will appear in the CUL catalog, CLIO
- Journal staff deposits article in Westlaw, HeinOnline, LexisNexis, and may also be in EBSCO or ProQuest
  - Digital Publishing Librarian will consult and troubleshoot on this process



## Columbia University Libraries

### Detailed Workflow: Undergraduate Student Journals Workflow

Basic piece of content = issue

#### Stages

1. Editor Training & Kickoff
2. Review
3. Copyediting & Typesetting
4. Publishing
5. Marketing
6. Archiving & Indexing

#### Staff

Nicky Agate - Assistant Director for Scholarly Communication and Projects

Michelle Wilson - Digital Publishing Librarian

Kathryn Pope - Digital Repository Manager

Student Cataloger

#### Partners

Journal staff — undergraduate/graduate students

Faculty Advisors

Freelance copyeditors (in some cases)

**Starting point:** Editorial board meets in the Fall, goes through training, and begins reviewing materials in collaboration with Library Faculty

**Ending point:** Peer-reviewed article published in OJS and in Academic Commons, cataloged and indexed in various platforms, and promoted on social media

- We are trialing matching student editors with mentors from the university writing programs graduate tutor pool to support good editorial practice

## Editor Training

- Editor training
  - Editors turn over every year for undergrads, every few years for grad students
    - Editorial Boards are elected in Fall
  - Each journal works differently, so there isn't one set of documentation that can work for everyone
  - 6 week workshop series; switching to 4 hr workshop in future
    - Workshop touches lifecycle and ethics as well as using OJS/editorial workflow
    - Digital Publishing Librarian meets with EICs biweekly
    - EICs write out schedule for the year and library staff checks in and makes sure they're following it
  - Outgoing editor writes a transition memo detailing practices for incoming editor
  - Library leading a trial matching student editors with mentors from the university writing programs graduate tutor pool to support good editorial practice
- Journal staff spends much of the Fall semester getting to know each other, getting to know library faculty, and recruiting staff members
- By Oct/Nov, journal staff will overhaul the website, update the masthead

## Submission & Review

- Journal staff will put out a new call for submissions in December, which closes around the end of Winter Break
- When journal staff returns from Winter Break, they determine which articles will go into peer review
- Journal staff contact their Faculty Advisors to recommend peer reviewers for article
  - Hearing back from Faculty can take awhile and can be stressful for journal staff
- Journal staff uses OJS to conduct peer review and pass on commentary to authors
  - When journals fail in acquiring peer reviewers and the articles only pass through editorial review, the review procedures are updated to reflect this on the journal cite

## Production

- Journal staffs usually have a copyeditor on board
  - Some grad student journals outsource this with money provided by department
- Journal staffs mostly use one of two Microsoft Word templates created by Digital Publishing Librarian

## Publishing

- Journal staff uploads galleys to OJS using QuickSubmit
  - OJS will automatically assign a DOI via a plugin when published
  - Digital Editor will fill out metadata fields, abstract, author bio, copyright, etc.
- Journal staff will share on Facebook or Twitter, compile a MailChimp newsletter to send out

## Archiving and Discoverability

- Upon DOI assignment, the article will automatically be deposited in the IR via SWORD and a secondary DOI is automatically minted with Datacite
- Student Cataloger will add article to Academic Commons when cataloging
  - Will assign DOI for AC version using Crossref
- Metadata is indexed in Google Scholar via plugin in OJS
- Journal staff will deposit article for indexing elsewhere if the journal meets the indexer's requirements



## Columbia University Libraries

### Detailed Workflow: Faculty & Graduate Student Journals Workflow

Basic piece of content = Varies—some publish continually, most publish annual issues

#### Stages

1. Submission and Editorial
2. Copyediting
3. Production and Publication
4. Archiving and Cataloging

#### Staff

Nicky Agate - Assistant Director for Scholarly Communication and Projects  
 Michelle Wilson - Digital Publishing Librarian  
 Kathryn Pope - Digital Repository Manager

#### Partners

Editors  
 Freelance Copyeditors  
 Open Academia/other vendors  
 Graduate Students

#### Prior to Library Starting Point:

- Annual meeting with editors at beginning of each year
  - Discuss what happened last year, goals, problems they're having

**Starting point:** Author submits an article in Microsoft Word format to OJS

**Ending point:** Peer-reviewed article published in OJS and in Academic Commons, cataloged and indexed in various platforms.

#### Editor Training

- Annual meeting with editors at beginning of each year
  - Discuss what happened last year, goals, problems they're having

## Submission and Review

- Editors arrange call for submissions
- Editors receive articles that come in through OJS
- Editors conduct peer review through OJS review tools

## Copyediting

- Journals working with production vendors outsource copyediting and proofreading to this team
- Journals that are not working with production vendors usually hire freelancers to copyedit

## Production

- Three different paths:
  - Journals working with Open Academia
    - Open Academia distributes the articles to companies that do typesetting, copyediting, and XML creation for PubMed
    - Open Academia gets in touch with others and get approval for proofs
    -
  - Graduate Students
    - Graduate student editors do copyediting and typesetting in InDesign or using MS Word Templates provided by the Libraries
    -
  - Journals working with other vendors
    - Digital editor pulls out files at production step and sends them to a vendor
      - Vendor does copyediting and typesetting
      - Vendor sends them back individual article and full issue galleys

## Publishing

- Open Academia
  - Open Academia completes publication on OJS, including uploading Galleys, adjusting metadata, and proofing author bios.
  - Open Academia distributes to DOAJ, PubMed
- Graduate Students
  - Graduate students produce finalized PDF
  - Graduate students upload final version to OJS
- Journals working with other vendors
  - Vendor prints the journals
  - Digital editor uploads final versions to OJS

## Archiving and Discoverability

- Upon DOI assignment, the article will automatically be deposited in the IR via SWORD and a secondary DOI is automatically minted with Datacite
- Student Cataloger adds article to Academic Commons when cataloging
  - Will assign DOI for AC version using Crossref
- Metadata is indexed in Google Scholar via plugin in OJS
- Library does a check to make sure all metadata is feeding out through Google Scholar correctly
- Library does an export/deposit to DOAJ if applicable